

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



February 22, 2000

ALL-COUNTY LETTER NO. 00-14

REASON FOR THIS TRANSMITTAL

- | | |
|-------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> | State Law Change |
| <input type="checkbox"/> | Federal Law or Regulation Change |
| <input type="checkbox"/> | Court Order or Settlement Agreement |
| <input type="checkbox"/> | Clarification Requested by One or More Counties |
| <input checked="" type="checkbox"/> | Initiated by CDSS |

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FOOD STAMP COORDINATORS
ALL COUNTY WELFARE-TO-WORK COORDINATORS

SUBJECT: WORKERS COMPENSATION INSURANCE COVERAGE FOR
PARTICIPANTS IN THE CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CALWORKS) PROGRAM AND THE FOOD
STAMP EMPLOYMENT AND TRAINING (FSET) PROGRAM

REFERENCE: ALL-COUNTY LETTER NO. 95-69, 96-09 AND ALL COUNTY
INFORMATION NOTICE I-10-98

The purpose of this letter is to provide counties with updated information regarding workers' compensation coverage for CalWORKs and FSET participants. The California Department of Social Services (CDSS) contracts with the State Compensation Insurance Fund (SCIF) to administer the workers' compensation benefits to specified CalWORKs and FSET participants. The California Department of General Services, Office of Risk and Insurance Management, manages the workers' compensation program for CDSS.

CalWORKs Welfare-to-Work Program

Workers' compensation is covered by the State for individuals while they participate in the following CalWORKs welfare-to-work activities:

- CalWORKs Unpaid Work Experience
- CalWORKs Unpaid Community Service

Participants in the Non-Custodial Parent Employment and Training Demonstration Project, Child Support Assurance Demonstration Project, and other related CDSS-approved welfare-to-work demonstration projects are considered to be CalWORKs participants.

Participation in unpaid work experience, unpaid community service, and similar program activities under these demonstration programs shall be considered CalWORKs unpaid work experience, CalWORKs unpaid community service, or a CalWORKs-approved, similar welfare-to-work activity, respectively.

FSET Program

Workers' compensation is covered by the State when a Food Stamp recipient is participating in one of the following FSET activities:

- Workfare
- On the Job Training/Work Experience

SCIF Reporting Requirements for CalWORKs and FSET

Form SCIF 3367 - Employer's Report of Occupational Injury or Illness

Since the original contract with SCIF was written, changes have been made to the reporting requirements for the SCIF 3367 form (copy attached). In the past, this form was completed by the counties and returned to SCIF for processing. Effective January 18, 2000, in lieu of completing the SCIF 3367, counties/employers are to provide this information to the Claims Reporting Center (CRC) via telephone. SCIF has contracted with the CRC to accept the initial occupational injury or illness report from the counties/employers. The reporting process is as follows:

- The counties/employers will report all applicable CalWORKs/FSET injuries to the CRC by calling the toll free number at 1-888-222-3211.
- The CRC will use a specialized "intake sheet" created specifically for the CalWORKs and FSET programs to take all pertinent claims information and complete the SCIF 3367.
- The CRC will then send a copy of the SCIF 3367 to the appropriate county for confirmation, even if the report was initiated by the county.
- After receiving confirmation, the CRC faxes and e-mails the report to SCIF within 24 hours of the initial report.

If necessary, counties/employers may contact SCIF directly at (916) 567-7500 for information on filing reports.

Benefits of using the CRC

- The service is free of charge to counties/employers.
- There is an increased likelihood that injuries will be reported to SCIF in a timely manner, thereby resulting in less penalties being levied for late payments of benefits.
- There will be a reduced need for SCIF to call counties/employers for information to amend incomplete reports.
- The amount of paperwork required of counties/employers will decrease.

Form SCIF 3301, Employee's Claim for Workers' Compensation Benefits

In addition to contacting the CRC, the SCIF 3301 (copy attached) and the Reporting Package (see below) must be sent to SCIF. The SCIF 3301 must be completed by the employee and the representative of the worksite where the injury occurred. Please note, the claim form must be completed within 24 hours of the occurrence or knowledge of the occurrence of the injury.

All information requested on this form is essential to the proper handling of the claim. The information must be complete, accurate, and contain the worksite supervisor's signature. The worksite supervisor's signature is not an admission of liability.

Reporting Package

Along with the SCIF 3301, the Reporting Package must contain any medical reports and bills, verification of the employment assignment (e.g., employment contract), and information regarding the client's grant amounts. Information on the client's grant amounts should cover the previous 12 months, when available, and will be used to determine the correct disability payment amounts.

Please note, since January 1, 1996, temporary workers' compensation has been treated as earned income per ACL No. 95-69, dated November 16, 1995.

SCIF Claim Adjusters

The SCIF Sacramento State Contract claims adjusters handling specific CalWORKs/FSET claims can be reached at (916) 567-7617 or (916) 567-7612.

These adjusters will be contacting the CalWORKs/FSET county workers' compensation coordinators for further information on individual cases. It is the responsibility of the coordinators to provide all necessary information. Cooperating with these adjusters and providing requested information is not considered a violation of confidentiality, since SCIF is under contract with the CDSS to administer these benefits and is acting on behalf of the CDSS.

SCIF adjusters may ask questions in the following areas:

- Return to work dates
- Length of assignments
- Availability of alternative/modified work
- Background information
- Medical information
- Grant information

The county must submit a completed Reporting Package to:

State Compensation Insurance Fund
Sacramento State Contract Office
P.O. Box 659011
Sacramento CA 95865-9011

If a fatality or serious injury occurs, the representative at the worksite must immediately call the SCIF Sacramento State Contract Office at (916) 567-7500. Also, if the worksite is other than the county, the worksite representative must call the county immediately and report the incident.

If there are any questions related to the CRC, completion of reporting forms, or administration of benefits by SCIF, please contact Ms. Rhonda Myers, Associate Risk Analyst, State Department of General Services, Office of Risk Insurance Management, at (916) 323-8183. If you have any questions regarding the information in this letter, you may contact Mr. Tony Pyara, Employment Bureau, (916) 657-2630.

Sincerely,

***Original Document Signed By
Bruce Wagstaff on 2/22/00***

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

c: CWDA
CSAC